

Hotel Accommodations for LMG Guest Travel to Louisville:

Guest travel may be reserved and paid for on a PCard. Each agency should have a PCardholder available. Example of guest travel: Accreditors visiting to certify an agency.

LMG qualifies for a government rate, so be aware of the GSA rate for the travel dates to Louisville, KY.

<https://www.gsa.gov/travel-resources>

Steps to procure hotel accommodations for LMG guests business travel only:

1. Submit MCC form to allow Hotels/Lodging – **MCC 3501-4000** on your PCard until the trip is completed.
[MCC Request Form](#)
2. When you receive notification the PCard is ready for use, select from one of the hotels below to make your reservation. If online booking is used and the negotiated rate is not available, you should make the reservation by contacting the hotel directly. Government rates may not always be available due to large events being held in Louisville.
3. The hotel chosen may require our exemption form for KY Sales Tax Exemption.
[KY Sales Tax Exemption Form](#)
4. Hotels may require the PCardholder to complete a credit card authorization form. Complete the form so your guests are not asked to pay upon checking out of the hotel.

Holiday Inn Express Downtown – 800 W Market Street, Louisville, KY 40202 (Hot Breakfast included)

Room rate of \$99 except during blackout dates (ex: Derby) which rooms would be at GSA rate, if available. To make a reservation, call Amy Anderson Miller – 502-919-7823 or Brandon Jones – 502-813-7224. Provide advance payment with your LMG PCard for your guest(s). Amenities included are: Free Shuttle Service, Free Breakfast, Free Wi-Fi.

Galt House, 140 N 4th Street, Louisville, KY 40202

Room rate of \$109. Reservations can be made via this link [Louisville Metro Galt House](#) or by the rate code is LKLM if you visit the Galt House website select travel dates, put code in the corporate code box to generate the rate as well. If issues, call Celena Clemons @ 502-561-4009 and ask for the Louisville Metro rate. Provide advance payment with your LMG PCard for your guest(s). A link to be provided soon for future reservations online. Amenities included: Free Wi-Fi.

Cambria Louisville Downtown – 120 S Floyd Street, Louisville, KY 40202

Opening January 2022. Government Per Diem Rate can be offered with exception to the following blackout dates: May 5th – 7th. Reservations can be made via this link [Cambria - LMG Rate](#). If assistance is needed, contact Brooke Potter @ brook.potter@ohospitalitymanagement.com. Amenities included in the rate: Airport Shuttle and Complimentary Wi-Fi.

Last Revised: 11-10-21